



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Job Opening: Assistant Business Administrator

Department: Administration

Division: Administrator's Office

Exempt/Non-Exempt: Exempt

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday-Friday, 40 hours and as needed

Salary: \$90,000- \$110,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is looking for an Assistant Business Administrator who will be responsible for assisting in the administration of municipal affairs, and in integrating and coordinating activities of the various departments.

Job Duties:

- Manages and executes varying types of projects and initiatives to improve operations and service delivery across all functions within municipal government.
- Performs research and gathers feedback from a variety of stakeholders across the City using a variety of feedback tools and processes.
- Installs modern management methods and systems for all departments.
- Acts for and in place of the Business Administrator in his absence and performs such other functions, powers, and duties as may be assigned by the Business Administrator.
- Advises the local governing body on matters of policy, and problems of personnel and administrative organization.
- Edits and compiles public information releases.
- Prepares comprehensive reports, and supervises the establishment and maintenance of suitable records and files.
- Performs other duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Required Education: Graduation from an accredited college with a bachelor's degree.

Required Experience: Minimum four (4) years of management experience which shall have involved all of the following management functions:

- Setting program or organizational goals and objectives;

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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- Establishing organizational structure or determining the need for and developing plans for organizational changes;
- Setting a policy for the organization or program managed by establishing program emphasis and priorities and developing operating and procedural guidelines; and
- Directing the work of the organization or program through subordinate levels of supervision.

Essential Skills:

- Knowledge of the problems involved in the administration of municipal affairs, in the integration and coordination of departmental activities, and all phases of municipal business operation; of management principles, practices, methods and techniques, and administrative processes.
- Ability to make plans for the effective utilization of available funds, personnel, equipment, materials, and supplies for a diversified working force.
- Ability to provide heads of departments and others with needed advice and assistance when difficult problems arise.
- Ability to see that proper operational procedures are followed and that desired municipal objectives are achieved.
- Ability to prepare and supervise the budgeting of funds to departments within the municipality and the maintenance of records showing the expenditure of funds by the departments.
- Ability to prepare and supervise the preparation of clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to supervise the establishment and maintenance of extensive records and files.
- Ability to plan, organize, and coordinate work in situations where numerous diverse demands are involved.
- Excellent organization, written, oral, and communications skills, including the ability to produce and deliver presentations.
- Exceptional interpersonal skills with the ability to work collaboratively and foster positive and professional relationships.
- Exceptional analytical skills with the ability to prepare clear, sound, accurate, and informative conclusions and recommendations.

This is a Civil Service Job and you must eventually pass and qualify for an applicable Civil Service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by the [NJ First Act](#).

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